

CVCC LIBRARY RESEARCH GUIDE

Researching Careers

Suggested Website:

Occupational Outlook Handbook - <http://www.bls.gov/ooh>

This website provides information on what workers do; the work environment; education, training, and other qualifications; pay; the job outlook; similar occupations; and sources of additional information, for 329 occupational profiles covering about 83% of the jobs in the economy.

The screenshot shows the Occupational Outlook Handbook website. At the top, there is a navigation bar with links for OOH HOME, OCCUPATION FINDER, OOH FAQ, OOH GLOSSARY, A-Z INDEX, OOH SITE MAP, and EN ESPAÑOL. A search bar is located on the right side of the header. Below the header, the main content area is titled "Home" and includes a brief description of the OOH. On the left side, there is a vertical list of "OCCUPATION GROUPS" such as Architecture and Engineering, Arts and Design, Building and Grounds Cleaning, Business and Financial, Community and Social Service, Computer and Information Technology, Construction and Extraction, Education, Training, and Library, Entertainment and Sports, Farming, Fishing, and Forestry, Food Preparation and Serving, Healthcare, Installation, Maintenance, and Repair, Legal, Life, Physical, and Social Science, Management, Math, Media and Communication, Military, Office and Administrative Support, Personal Care and Service, Production, Protective Service, and Sales. In the center, there is a "SELECT OCCUPATIONS BY" section with dropdown menus for 2015 Median Pay, Entry-Level Education, On-the-job Training, Number of New Jobs (Projected), and Growth Rate (Projected), along with a "GO" button. Below this is a "FEATURED OCCUPATION" section featuring a photo of a woman and a man with a dog, titled "Veterinary Assistants and Laboratory Animal Caretakers". The text describes their role: "Veterinary assistants and laboratory animal caretakers look after animals in laboratories, animal hospitals, and clinics. They care for the animals by performing routine tasks under the supervision of scientists, veterinarians, and veterinary technologists and technicians." A "view profile" link is provided. At the bottom, there is an "A-Z INDEX" section with a grid of letters from A to Z, and a "BROWSE OCCUPATIONS" section with three buttons: "Highest Paying", "Fastest Growing (Projected)", and "Most New Jobs (Projected)".

Suggested Databases:

The following databases are good sources to research career information.

- **Associates Programs Source** – A database designed for community college curriculums. It covers accounting, agricultural sciences, child care, cosmetology, culinary arts, food service management, graphic arts, hospitality management, plumbing, heating & air conditioning, veterinary technology, welding and more.
- **MasterFILE Premier** – A multidisciplinary database covering subject areas of general interest.

To access either of these databases, follow these instructions:

1. Go to the [CVCC Home Page](http://www.centralvirginia.edu) at www.centralvirginia.edu
2. On the blue banner at the top of the screen, click **Student Support**.
3. On the menu on the left-hand side, click **Library**.
4. On the menu on the left-hand side, click **Databases A-Z**.
5. Select the database title you wish to use (i.e. **Associates Programs Source** or **MasterFILE Premier**).

Here is a suggested sample search strategy:

1. In the first box, enter the **name of your career** (i.e. culinary arts, engineering, accounting, respiratory therapy, etc.)
2. In the second box, enter the word **“career”** (or a similar term such as **“occupation”**).

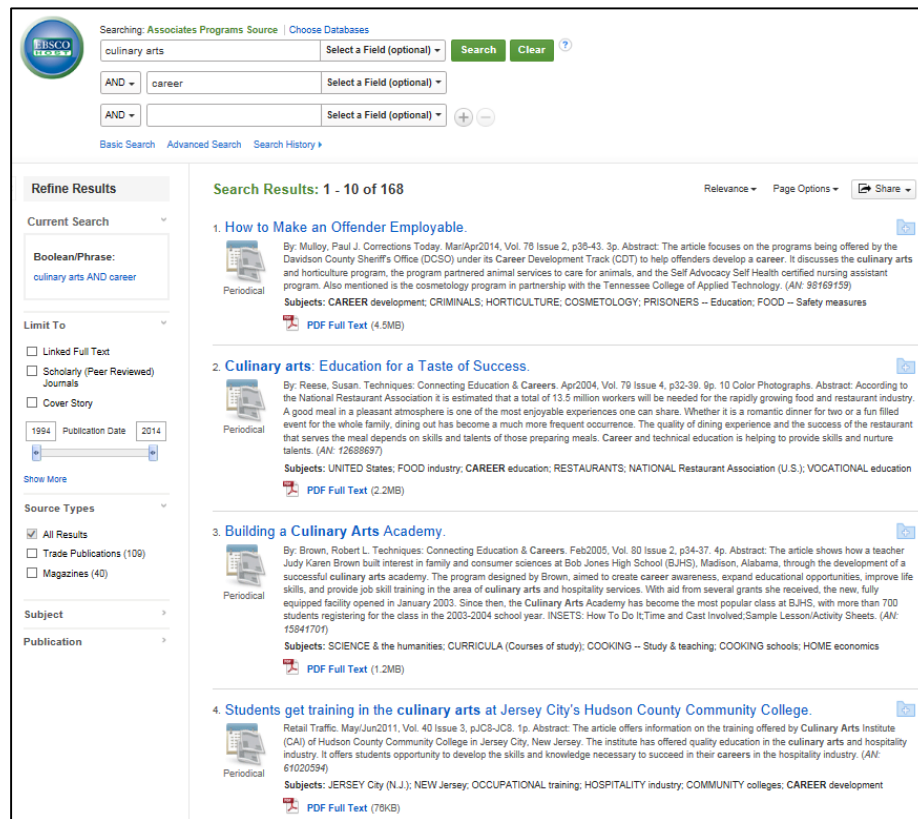


Image 1 – Suggested Search Strategy

Image 1 above is a screenshot demonstrating the suggested search strategy. In the first search box, the name of the career “culinary art” is entered. In the second search box, the term “career” is entered. The search results in 162 articles being located.

Accessing Databases Off Campus:

When accessing databases off campus, you will be prompted for your MyCVCC **Username** and **Password** (the same as for Blackboard and CVCC e-mail).

For additional assistance, contact the CVCC Library at (434) 832-7750 or email library@centralvirginia.edu.